



Information for Domain Admin & Web Admin

Version v 2.0

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1 Information for Domain Admin & Web Admin

1.1 Overview

The servers use a CPANEL v11 based control panel for administration. The online documentation is available. Please follow the http link below for detail documentation.

cPanel 11 Online Document for Domain/Web Administrator
<http://www.cpanel.net/support/docs/11/cpanel/>

This admin guide outlines the specific information used in the server environment of Precise-ITC.

1.2 Precise-ITC Specific Access Information - Quick Guide

1.2.1 General Information

The new servers provide many new features such as Webdisk for online storage, separate FTP user accounts for online storage and web content management. For those users who have a static IP connection from their computers, we may provide SSH secured-shell access to your domain account. You should explore the domain control panel to check what functions and features are provided to your domain.

The servers are protected by a strong firewall, anti-DDOS (distributed denial of service attack), SPAM and virus filtering & anti-exploit (hacking) algorithm. All servers are situated in Canadian data center which guarantees to provide 100% network uptime and un-interruptable power-source. The operating system is Linux based CentOS (<http://centos.org>) with cPanel as domain administration software interface.

1.2.2 Summary of Settings

The following outlines all settings and addresses for your domain administration. Please replace YOURDOMAIN.COM with your own domain name.

- Web/Domain control panel access address.

<http://cpanel.YOURDOMAIN.COM>

- Web publishing FTP address.

FTP address : <ftp.YOURDOMAIN.COM>

Username : YOURDOMAIN

Password : <your admin password>

Web Directory: /public_html/

- Mailing List access address (for users and admin).

<http://lists.YOURDOMAIN.COM>
or
<http://YOURDOMAIN.COM/mailman/listinfo>

- Webmail access and Email Configuration for Email users.

<http://webmail.YOURDOMAIN.COM>
or
<http://YOURDOMAIN.COM/webmail>

- Manual E-mail Settings for Email Clients (such as Outlook, Thunderbirds and so on).

Mail Server Username: YourEmailName+YOURDOMAIN.COM
Or YourEmailName@YOURDOMAIN.COM

Incoming Mail Server: mail.YOURDOMAIN.COM

Incoming Mail Server: (SSL) ca180.precise-itc.com

Outgoing Mail Server: mail.YOURDOMAIN.COM (server requires authentication) port 25

Outgoing Mail Server: (SSL) ca180.precise-itc.com (server requires authentication) port 465

Supported Incoming Mail Protocols: POP3, POP3S (SSL/TLS), IMAP, IMAPS (SSL/TLS)

Supported Outgoing Mail Protocols: SMTP, SMTPS (SSL/TLS)

Please note that your internet service provider (ISP) may block the Port 25 access from your computer to our Outgoing Mail Server. If this is the case, you cannot send email through our server from your email client. You can either use your ISP's Outgoing Mail Server (or SMTP server) to send email when using your email client, or you can login to Webmail and send email directly from the Webmail. Sending and receiving email from Webmail should always work.

We highly recommend you use IMAPS or POP3S protocols when possible due to security feature built into them.

1.3 Tutorials

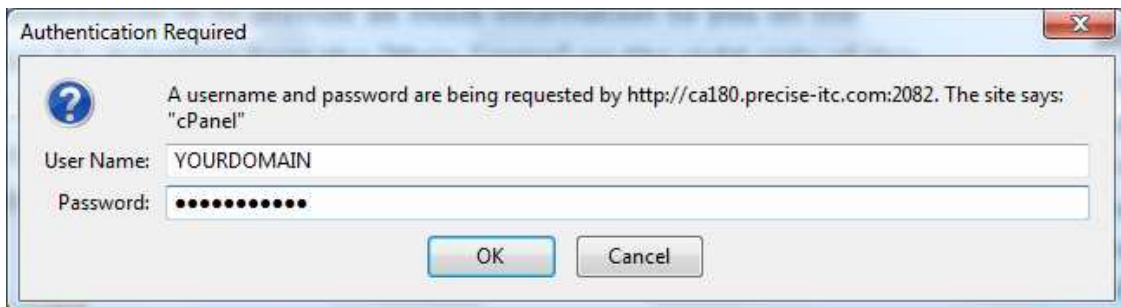
The following sections provide a few tutorials of commonly used hosting functions.

1.3.1 Accessing domain administration functions

1. Open an web browser such as Firefox and go to the following http link. Please replace YOURDOMAIN.COM with your own domain name.

<http://cpanel.YOURDOMAIN.COM>

2. Then, you will be prompted with a pop-up box. Please enter your domain admin username as username and password. Usually, your domain admin username is your domain name without the “.org, .com and etc”. e.g. If your full domain name is “YOURDOMAIN.COM”, then, your domain admin username should be “YOURDOMAIN.COM”.



3. After successfully logged in, you will see the following control panel where you can perform all domain administration. Please refer to the following CPanel document for details.

<http://www.cpanel.net/support/docs/11/cpanel/>

Depending on your hosting package, the number function icons may vary.



1.3.2 Publishing your website

To publish your website or access your domain directory, you can use any FTP client. We recommend Filezilla which is an open-source GPL-based free software. It supports

Unix, Linux, Windows & Mac. You can get this great program from the following http link.

<http://filezilla-project.org/>

The access address for your domain is usually your full domain name. The access username and password are usually your domain admin username and password.

For example, if your domain name is YOURDOMAIN.COM, then

FTP access address : ftp.YOURDOMAIN.COM
FTP username : YOURDOMAIN
FTP password : (should be provided to you during account creation)

After you login via FTP, you will see the following directories. Your account may have more directories depending on the number of applications you use.

public_html/ - please put website content here
public_ftp/ - this is for anonymous ftp. It is disabled by default.
mail/ - this directories store all emails for your domain.

Please publish all website related files under “public_html”. Please remember that anything inside “public_html” is visible by anyone on the internet unless you properly protect them. You may want to create other directories in parallel to “public_html” for online storage or other purposes. The webserver will look for “index.html”, “index.php” or “index.htm” when someone visits your website. Please make sure that you use one of them as your root web (or start) page.

1.3.3 Handling subdomain (and with different ftp username)

Subdomain is part of a larger domain such as “sales.YOURDOMAIN.COM” or “support.YOURDOMAIN.COM”. By using subdomains, you can manage the main domain and each subdomain separately.

1.3.3.1 Creating a subdomain

1. To create a subdomain, you need first login to the web control panel of your domain.

<http://cpanel.YOURDOMAIN.COM>

2. After you login to the control panel, you select “Domains”->”Subdomains”. Please click the “Subdomains” function icon.



- Then, inside the “Subdomains” function page, the following page should appear. There is a “Video Tutorial” button on the top left corner. It will show you how to use the subdomain function.

Subdomains

Subdomains are URLs for different sections of your website. They use your main domain name and a prefix. For example, if your domain is *yourdomain.com* a sub-domain of your domain might be *support.yourdomain.com*.

Video Tutorial

Subdomains are relative to your account's home directory. The icon signifies your home directory which is `/home/yourdomain`.

Create a Subdomain

Subdomain : .

Document Root :

Modify a Subdomain

Search

SUBDOMAINS	ROOT DOMAIN	DOCUMENT ROOT	REDIRECTION	ACTIONS
No Subdomains are configured				

- Then, under “Create a Subdomain” Section, you enter the name of the subdomain and the path to the root web directory of the subdomain. If your subdomain name is “sales”, the subdomain root web directory should be “/subdomains/sales” or “/public_html/sales”. After creation, you should see the subdomain listed under “Modify a Subdomain”.

1.3.3.2 Adding a separate FTP user for a subdomain

In general, the subdomain content is published or handled by the domain admin. However, you can create a separate FTP user to handle/publish the content of the subdomain. The following steps will show you how to accomplish this.

- To create a FTP user, you need first login to the web control panel of your domain.

<http://cpanel.YOURDOMAIN.COM>

- After you login to the control panel, you select “Files”->”FTP Accounts”. Please click the “FTP Accounts” function icon.



- After clicking “FTP Accounts” function icon, the following page should appear. There is a “Video Tutorial” button on the top left corner. It will show you how to use this function.

FTP Accounts

FTP Accounts allow you to access your web site's files through a protocol called FTP. You will need a third party FTP program to access your files. You can login to a FTP by entering yourdomain.com as your FTP host and the username and password of the account you wish to log into.



Add FTP Account

[an error occurred while processing this directive] [a fatal error or timeout occurred while processing this directive]

Login: ✓
 Password: ✓
 Password Strength:
 Very Strong (100/100)
 Password (Again): ✓
 Directory:

Account Management

Search

- Then, under “Add FTP Account”, please enter the FTP username and password. In the “Directory”, you MUST enter the exact directory path (or the root web directory) of the subdomain which you created. E.g. “/public_html/sales” if your subdomain name is “sales”.
- Once a FTP account is created successfully, you can see it appear under “Account Management” section.
- Then, your subdomain webmaster can use any FTP client such as FileZilla to publish the content of the subdomain in the subdomain directory. The FTP access

information should be in the following format. E.g. your domain name is YOURDOMAIN.COM and the FTP user is called FTPUSER.

FTP address : ftp.YOURDOMAIN.COM
FTP username : FTPUSER@YOURDOMAIN.COM

1.3.4 Using Mailing Lists

The server uses “Mailman” software version 2 as the mailing list engine. For documentation of Mailman, you visit the following http link.

Admin quick reference guide

<http://staff.imsa.edu/~ckolar/mailman/mailman-admin-quickref-0.2.html>

Admin guide

<http://staff.imsa.edu/~ckolar/mailman/mailman-administration-v2.html>

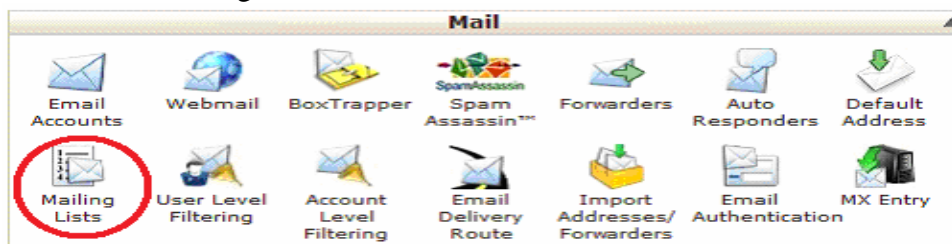
<http://staff.imsa.edu/~ckolar/mailman/mailman-administration-v2.pdf>

1.3.4.1 Creating Mailing Lists

1. To create a mailing list, you need first login to the web control panel of your domain.


<http://cpanel.YOURDOMAIN.COM>

2. After you login to the control panel, you select “Mail”->”Mailing Lists”. Please click the “Mailing Lists” function icon.



3. After clicking “Mailing Lists” function icon, the following page should appear. There is a “Video Tutorial” button on the top left corner. It will show you how to use this Mailing list.

Mailing Lists

 Video Tutorial

Mailing lists can simplify sending messages to a large group of people. You can add a group of email addresses to a mailing list to avoid typing in those addresses each time a mailing is sent. This can be very useful when sending newsletters or other updates to large groups of people. You can configure specific settings for your list once it is created by clicking on Modify.

Create a Mailing List

List Name:

Password:

Password Strength:
Very Weak (0/100)

Password (Again):

Domain: .org

Current Lists

Search

LIST NAME	FUNCTIONS		
[redacted].org	Delete	Change Password	Modify
[redacted].org	Delete	Change Password	Modify

- To create a mailing list, under “Create a Mailing List” section, you put the Mailing Name, a password and the correct domain. Then, press the “Add Mailing List” button. After creation, you will see the list name appearing under the “Current Lists” section.

1.3.4.2 Mailing list administration

- After mailing list creation, you need to go to the Mailing List admin page for Mailman. The http link should be.

<http://lists.YOURDOMAIN.COM/>

or

<http://YOURDOMAIN.COM/mailman/listinfo>

If the address is correct and the mailing list is created successfully, you will see the list name appear under the “List” section of the mailing list page. (Your page should be similar to the following).

File Edit View History Bookmarks Tools Help

http://[redacted].org/mailman/listinfo

Most Visited Ottawa (Kanata - Orléa... Yahoo! Mail: The best ... Yahoo!字典 - 主頁 Gmail @ Precise-ITC, L...

[redacted].org Mailing Lists

Welcome!

Below is a listing of all the public mailing lists on [redacted].org. Click on a list name to get more information about the list, or to subscribe, unsubscribe, and change the preferences on your subscription. To visit the general information page for an unadvertised list, open a URL similar to this one, but with a '/' and the list name appended.

List administrators, you can visit [the list admin overview page](#) to find the management interface for your list.

If you are having trouble using the lists, please contact [mailman@\[redacted\].org](mailto:mailman@[redacted].org).

List	Description
[redacted]	[no description available]
[redacted]	[no description available]

DELIVERED BY MAILMAN version 2.1.11.cp3

PYTHON Powered

- To add users and maintain the mailing list, please click the “the list admin overview page” link which can be found on the second paragraph of the mailing list message. After clicking the link, the “Admin Links” page should appear like the following picture. Then click on the list name which you want to do administration on.

[redacted].org mailing lists - Admin Links

Welcome!

Below is the collection of publicly-advertised [Mailman](#) mailing lists on [redacted].org. Click on a list name to visit the configuration pages for that list. To visit the administrators configuration page for an unadvertised list, open a URL similar to this one, but with a '/' and the list name appended. If you have the proper authority, you can also [create a new mailing list](#).

General list information can be found at [the mailing list overview page](#).

(Send questions and comments to [mailman@\[redacted\].org](mailto:mailman@[redacted].org).)

List	Description
[redacted]	[no description available]
[redacted]	[no description available]

- Then, enter your Mailing List password and click “Let me in ...” button to go into Admin function page.

Administrator Authentication

List Administrator Password:

Important: From this point on, you must have cookies enabled in your browser, otherwise no administrative changes will take effect.

Session cookies are used in Mailman's administrative interface so that you don't need to re-authenticate with every administrative operation. This cookie will expire automatically when you exit your browser, or you can explicitly expire the cookie by hitting the *Logout* link under *Other Administrative Activities* (which you'll see once you successfully log in).

4. In the Admin Page, you can perform all administration tasks of the mailing list. In general, you will need to do the followings.

- “General Options” - you need to add or delete mailing list administrator email address(es). Once added, mailman will send any mailing problem or issues to the admin email addresses.
- “Membership Management” – you can add or delete mailing list members.
- “Archiving Options” – you need to specify if the mail messages should be viewable by members only or publicly available. By default, all messages are viewable by general public!

mailing list administration
General Options Section

Configuration Categories	Other Administrative Activities
<ul style="list-style-type: none"> • [General Options] • Passwords • Language options • Membership Management... • New digest options • Digest options 	<ul style="list-style-type: none"> • Privacy options... • Bounce processing • Archiving Options • Mail->news gateways • Auto-responder • Content filtering • Topics
	<ul style="list-style-type: none"> • Tend to pending moderator requests • Go to the general list information page • Edit the public HTML pages and text files • Go to list archives <p>• Logout</p>

Make your changes in the following section, then submit them using the *Submit Your Changes* button below.

General Options

Fundamental list characteristics, including descriptive info and basic behaviors.

Description	Value
<i>General list personality</i>	
The public name of this list (make case-changes only). (Details for real name)	<input style="width: 100%;" type="text"/>
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for owner)	<input style="width: 100%; height: 20px;" type="text"/>

1.3.5 Email User Guide

Please refer to a separate document called Email User Guide.pdf.

1.3.6 On-demand Virus Scanning

In addition to the virus filtering on Email, we provide the on-demand virus scanning feature for you to scan your home directory, email, public web space and public FTP space.

1. To do on-demand virus scanning, you need first login to the web control panel of your domain.

<http://cpanel.YOURDOMAIN.COM>

2. After you login to the control panel, you select “Advanced”->”Virus Scanner”. Please click the “Virus Scanner” function icon.



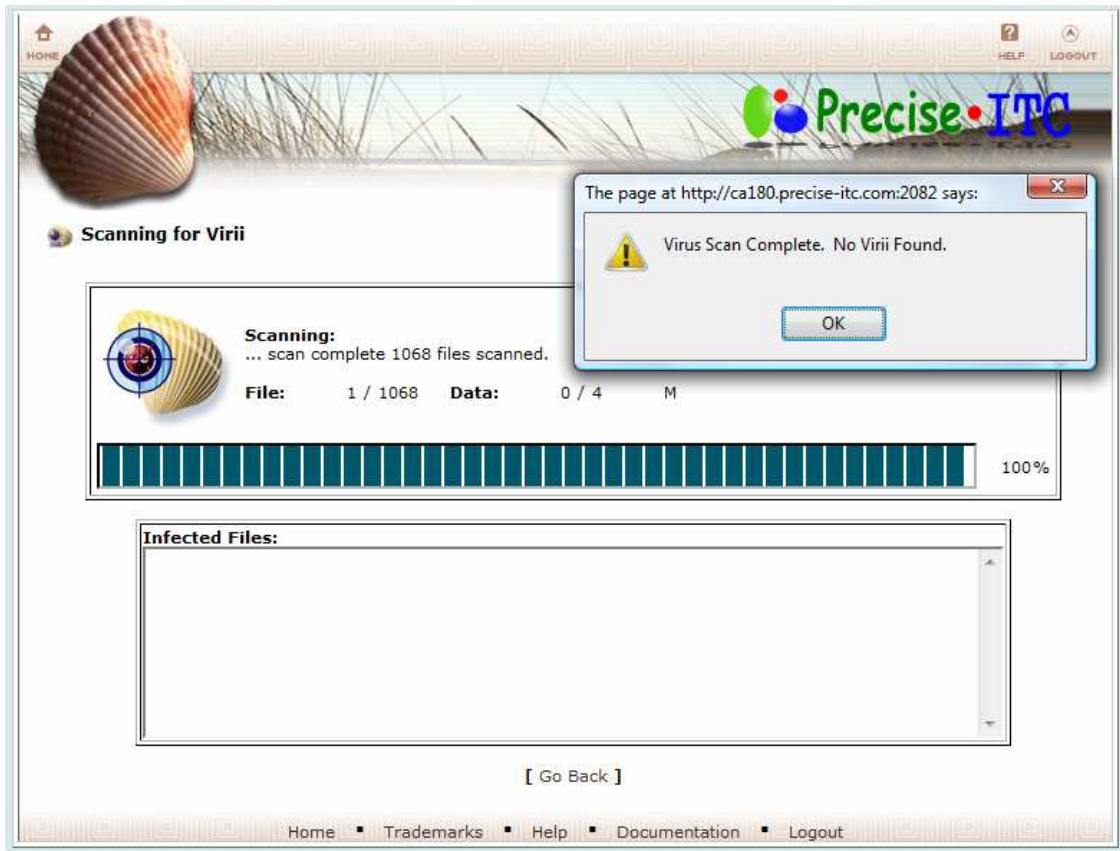
3. Then, you will enter into the Virus Scanner control page. On this page, you can select the desired scanning area and then press “Scan Now” to start scanning.

Virus Scanner powered by ClamAV™

Start a New Scan

- Scan Entire Home Directory
- Scan Mail
- Scan Public FTP Space
- Scan Public Web Space

4. When running, the progress page will appear and when done, you will be notified with the result. If there is any virus detected, the infected file path will be displayed in side the “Infected Files” box.



HOME HELP LOGOUT

Scanning for Virii

Scanning:
... scan complete 1068 files scanned.

File: 1 / 1068 **Data:** 0 / 4 M


100%

Infected Files:

[Go Back]

Home ■ Trademarks ■ Help ■ Documentation ■ Logout

The page at <http://ca180.precise-itc.com:2082> says:

 Virus Scan Complete. No Virii Found.

OK